

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

January 31, 2018
Reference No.: FY 18-09

Position Title: Director of Information Technology
Reference No.: FY 18-09
Location: Thurgood Marshall U.S. Courthouse, New York, NY
Salary Range: CL-31 (\$111,120 to \$164,200)
Closing Date: Open until filled

The United States Court of Appeals for the Second Circuit is accepting applications for the position of **Director of Information Technology**.

ABOUT THE DEPARTMENT OF INFORMATION TECHNOLOGY: The Department of Information Technology administers and supports all information technology processes for the Court (both administrative units and chambers), including systems management; network support; software licensing and support; programming; website design; cybersecurity (including log and patch management); telecommunications; mobile device support; remote access support; virtual desktop configuration and management; courtroom technology; audiovisual support; user training; and help desk support. The Department currently has 13 employees who serve the Court's approximately 300 employees. For more information about the Second Circuit, please visit www.ca2.uscourts.gov.

POSITION OVERVIEW: The Director of Information Technology is the senior manager in charge of the Department of Information Technology and reports directly to the Chief Operating Officer. The Director is responsible for managing all aspects of the Court's information technology environment and team, and for ensuring compliance with applicable guidelines, policies, and internal controls. In addition to overseeing information technology matters for the Court, the Director also coordinates circuit-wide information technology projects and initiatives and serves as a liaison between the circuit and national information technology staff at the Administrative Office of the U.S. Courts.

REQUIRED QUALIFICATIONS: The ideal applicant is a highly motivated professional who has an advanced understanding of current information technology systems, applications, and processes; is exceptionally well-organized and innovative; and communicates effectively with technical and nontechnical persons alike. The applicant should have at least ten years of information technology experience, including at least five years of executive management responsibility. The applicant should also possess excellent written and oral communication abilities, superior analytic skills, exceptional interpersonal skills, and a demonstrated ability to manage professional staff. Project management experience is preferred. A bachelor's degree is required, and an advanced degree is preferred. Occasional travel is required.

BENEFITS: Thirteen days of vacation for the first three years, increasing with tenure. Thirteen days of sick leave and ten holidays. Choice of employer-subsidized federal health and life insurance plans, with optional dental, vision, and long-term care coverage. Flexible spending account program. Federal Employees Retirement System and employer-matching Thrift Savings Plan (similar to a 401K). On-site fitness center and cafeteria. Public transportation subsidy (budget dependent).

CONDITIONS OF EMPLOYMENT: The selected candidate will be subject to a full F.B.I. background investigation, and appointment depends on a favorable suitability determination. An initial ten-year background check will be updated every five years. All employees of the federal judiciary are at will employees and are required to adhere to a Code of Conduct, which is available upon request. The position is subject to mandatory electronic funds transfer for the payment of salary. A candidate must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship.

TO APPLY: Submit a cover letter, resume, and list of three professional references as a single PDF attachment to resumes@ca2.uscourts.gov, subject line “Director of Information Technology, Reference No. FY 18-09.” Only candidates selected for an interview will be notified and must travel at their own expense. Interested applicants are strongly encouraged to apply immediately.

THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.